

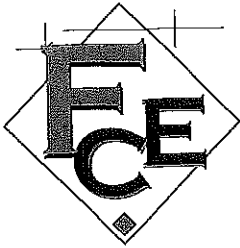
**FINELLI CONSULTING ENGINEERS, INC.**

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WASHINGTON, NJ 07882

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May 18, 2016

VIA REGULAR MAIL & EMAIL

Ms. Dena Hrebenak, Clerk  
**MANSFIELD TOWNSHIP**  
100 Port Murray Road  
Port Murray, New Jersey 07865

Re: MS4 Permit  
**Stormwater Pollution Prevention Plan**  
Mansfield Township, Warren County  
*FCE No. MAWM002C1*

Dear Dena:

The Township as a Tier A Municipality is responsible for preparing a Storm Water Pollution Prevention Plan (SPPP) and providing updates as necessary pursuant to its MS4 Permit. In addition, the Annual Stormwater Report which is required to be filed each year with NJDEP requires certification that the SPPP has been adopted and is current. The last revision to the SPPP was March 2005. We have therefore prepared an update to the SPPP to reflect current information so the Township will continue to be in compliance with its MS4 permit. The revisions are relatively minor in nature and generally include:

1. Providing current contact information and phone numbers within the plan
2. Update Form 3 – New Development & Redevelopment Program
3. Update Form 5 – Storm Drain Inlet Labeling
4. Update Form 8 – Illicit Connection Records
5. Update Form 9 – Yard Waste Ordinance/Collection Program
6. Update Form 10 - Ordinances
7. Update Form 11 – Storm Drain Inlet Retrofitting
8. Update Form 12 - Street Sweeping & Road Erosion Control Maintenance
9. Update Form 14 - Outfall Pipe Stream Scouring Remediation
10. Update Form 15 - De-icing Material Storage
11. Update Form 16 - Add Standard Operating Procedures for Vehicle & Equipment Fueling and Standard Operating Procedures for Good House Keeping.

It is recommended that this matter be scheduled for discussion and possible adoption of the SPPP by the Township Committee at its next meeting. Upon adoption, a copy of the Standard Operating Procedures should be provided to the DPW for implementation.

Please feel free to call should you have any questions.

**FINELLI CONSULTING ENGINEERS, INC.**

Michael S. Finelli, P.E., P.P., C.M.E.  
Township Engineer

cc: Mayor Kocher and Township Committee Members, via e-mail only  
Michael Lavery, Esquire, via e-mail only  
Kevin Ward, DPW, via e-mail only

**CIVIL CONSULTING & MUNICIPAL ENGINEERS**  
**LAND SURVEYORS & PLANNERS**

# MUNICIPAL STORMWATER POLLUTION PREVENTION PLAN

FOR

MANSFIELD TOWNSHIP  
WARREN COUNTY  
NEW JERSEY  
REVISED JUNE 2016

Prepared by:  
Michael S. Finelli, P.E., Stormwater Coordinator  
Mansfield Township  
100 Port Murray Road  
Port Murray, New Jersey 07865

Tier A Municipal Stormwater Regulation Program

## Stormwater Pollution Prevention Team Members

Number of team members may vary.

Completed by: Michael Finelli, P.E.

Title: Township Engineer

Date: 06/01/2016

Municipality: Mansfield Township

County: Warren County

NJPDES #: NJG 0152633

PI ID #: 203288

Stormwater Program Coordinator: Michael Finelli, P.E.

Title: Township Engineer

Office Phone #: (908) 835-9500

Emergency Phone #:

Public Notice Coordinator: Dena Hrebenak

Title: Municipal Clerk

Office Phone #: (908) 689-6151

Emergency Phone #:

Post-Construction Stormwater Management Coordinator: Michael Finelli, P.E.

Title: Township Engineer

Office Phone #: (908) 835-9500

Emergency Phone #:

Local Public Education Coordinator: Dena Hrebenak

Title: Municipal Clerk

Office Phone #: (908) 689-6151

Emergency Phone #:

Ordinance Coordinator: Michael Finelli, P.E. / Michael Lavery, Esq.

Title: Township Engineer / Township Attorney

Office Phone #: (908) 835-9500 / (908) 852-2600

Emergency Phone #:

Public Works Coordinator: Kevin Ward

Title: DPW Supervisor

Office Phone #: (908) 979-8984

Emergency Phone #:

Employee Training Coordinator: Dena Hrebenak

Title: Municipal Clerk

Office Phone #: (908) 637-4133

Emergency Phone #:

Other: \_\_\_\_

Title: \_\_\_\_

Office Phone #: \_\_\_\_

Emergency Phone #: \_\_\_\_

## SPPP Form 2 - Public Notice

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Dena Hrebenak / Municipal Clerk

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05

Date of most recent update: 06/01/2016

Briefly outline the principal ways in which you comply with applicable State and local public notice requirements when providing for public participation in the development and implementation of your stormwater program.

*For meetings where public notice is required under the Open Public Meetings Act ("Sunshine Law," N. J. S. A. 10:4-6 et seq.), Mansfield Township provides public notice in a manner that complies with the requirements of that Act. Also, in regard to the passage of ordinances, Mansfield Township provides public notice in a manner that complies with the requirements of N. J. S. A. 40:49-1 et seq. In addition, for municipal actions (e.g. adoption of the municipal stormwater management plan) subject to public notice requirements in the Municipal Land Use Law (N. J. S. A. 40:55D-1 et seq.), Mansfield Township complies with those requirements.*

## SPPP Form 3 – New Development and Redevelopment Program

Municipality Information

Municipality: Mansfield Township

County: Warren County

NJPDES #: NJG 0152633

PI ID #: 203288

Team Member/Title: Michael Finelli, P.E. / Twp. Engineer

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05      Date of most recent update: 06/01/2016

Describe in general terms your post-construction stormwater management in new development and redevelopment program (post-construction program), and how it complies with the Tier A Permit minimum standard. This description must address compliance with the Residential Site Improvement Standards for stormwater management; ensuring adequate long-term operation and maintenance of BMPs (including BMPs on property that you own or operate); design of storm drain inlets (including inlets that you install); and preparation, adoption, approval, and implementation of a municipal stormwater management plan and municipal stormwater control ordinance(s). Attach additional pages as necessary. Some additional specific information (mainly about that plan and ordinance(s)) will be provided in your annual reports.

*Mansfield Township has implemented the following measures to control stormwater from new development, redevelopment projects and municipal projects:*

- 1) The Township is already ensuring that all new residential development and redevelopment projects that are subject to the Residential Site Improvement Standards for stormwater management (including the NJDEP Stormwater Management Rules, N.J.A.C. 7:8, referenced in those standards) are in compliance with those standards. The Land Use Board requires compliance before issuing preliminary or final subdivision or site plan approvals under the Municipal Land Use Law.*
- 2) All new major developments must be constructed in accordance with the Stormwater Management Rules, N.J.A.C. 7:8 and the Township's Stormwater Management Ordinance.*
- 3) The Township has adopted a Stormwater Management Plan and Stormwater Management Ordinance both of which have been approved by the Warren County Planning Department. The approved ordinance controls stormwater from residential, non-residential development and redevelopment projects.*
- 4) The Stormwater Management Ordinance contains provisions for the long-term operation of stormwater facilities as well as preventative and corrective maintenance measures (including replacement) for municipally and privately owned BMPs. For BMPs located on private property which are not owned or operated by Mansfield Township, the ordinance requires the private entity to perform the operations and maintenance, with penalties if the private entity does not comply. The ordinance contains a provision*

## **SPPP Form 3 – New Development and Redevelopment Program**

*indicating that if the private entity does not perform the required maintenance, the Township can perform the maintenance and charge the private entity.*

- 5) Mansfield Township's Stormwater Management Ordinance requires compliance with the design standards in Attachment C of the General Permit for control of passage of solid and floatable materials through storm drain inlets. The Township expects that for most projects compliance will be achieved either by conveying flows through a trash rack as described in the "Alternative Device Exemptions," or by installation of the NJDOT bicycle safe grates and (if needed) a curb opening with a clear space no bigger than two inches across the smallest dimension.*

## SPPP Form 4- Local Public Education Program

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Dena Hrebenak / Municipal Clerk

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

### Local Public Education Program

Describe your Local Public Education Program. Be specific on how you will distribute your educational information, and how you will conduct your annual event. Attach additional pages with the date(s) of your annual mailing and the date and location of your annual event.

*The Township will mail the DEP Stormwater brochure to our residents and businesses on an annual basis. The brochure will be distributed in the first quarter of each year by enclosing it with tax bills. Extra copies will be available at the Warren County Library and at the township municipal building.*

*Mansfield Township does not have a single annual event at which educational materials can be distributed. It will distribute materials at three events a year which will include two events at the Mansfield Elementary School that have a community wide focus. To the greatest extent possible one event will be held in the fall and one in the spring. In addition a public outreach will be made through the athletic commission activities by selecting an event which will have the greatest opportunity for public participation. At these events the DEP brochure and other educational materials will be made available at the display table. In addition, the high school and, as appropriate, grade school environmental clubs, local watershed groups, and other environmental groups will be invited and encouraged to participate during this event.*

## SPPP Form 5 –Storm Drain Inlet Labeling

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Kevin Ward / DPW Supervisor.

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

Describe your storm drain inlet labeling program, including your labeling schedule, the details of your long-term maintenance plan, and plans on coordinating with watershed groups or other volunteer organizations.

*The Public Works Department has installed labels on all storm drain inlets located along municipal streets having sidewalks and on all storm drain inlets within plazas, parking areas, and maintenance yards that are operated by Mansfield Township. The labels are constructed of a permanent material as obtained from an approved vendor and have been applied using adhesive. In those areas where a label could not be applied, a painted label as recommended in the BMP manual was installed.*

*During the annual inlet cleaning program, all labels are checked to ensure that they are still visible and if they are not they are replaced as part of the storm inlet maintenance program.*



## SPPP Form 6 –MS4 Outfall Pipe Mapping

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES #: NJG 0152633

PI ID #: 203288

Team Member/Title: Michael Finelli, P.E. / Twp. Engineer

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

Explain how you will prepare your map (include its type and scale, and the schedule for the mapping process). Who will prepare your map (e.g., municipal employees, a consultant, etc.)?

*The Mansfield Township Engineer's Office in cooperation with the Department of Public Works has mapped the locations of all outfall pipes operated by the Township. The map which has been drawn at a scale of 1 inch = 800 feet displays all outfall pipe locations, designates them numerically, and shows the respective receiving water body for each outfall.*

*The outfall map will be updated as needed when new outfall pipes are constructed within the Township.*

## SPPP Form 7 – Illicit Connection Elimination Program

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Kevin Ward / DPW Supervisor.

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

Describe your Illicit Connection Elimination Program, and explain how you plan on responding to complaints and/or reports of illicit connections (e.g., hotlines, etc.). Attach additional pages as necessary.

*The Mansfield Township Public Works Department performed an initial physical inspection of all Township owned outfall pipes subsequent to the completion of the outfall mapping. No illicit connections were found during the initial inspection. The Township uses the DEP Illicit Connection Inspection Report Form to record these inspections. The forms are maintained by the DPW Supervisor and kept with the Township's SPPP records. After the initial inspection was completed the Township inspects each outfall annually for illicit connections. Outfall pipes that are found to have a dry weather flow or evidence of an intermittent non-stormwater flow will be rechecked to determine if an illicit connection exists. If an illicit connection is located and the connection is within the Township the responsible party will be cited for being in violation of the Illicit Connection Ordinance and the connection eliminated as soon as permitted by law. If an illicit connection is found to originate in another municipality Mansfield Township will report the illicit connection to the municipality and to the Department of Environmental Protection. If the source of the potential illicit connection cannot be located a Closeout Investigation Form will be submitted with the Township's Annual Report and Certification. In addition the Township will respond to complaints and reports of illicit connections.*

## SPPP Form 8 – Illicit Connection Records

Municipality Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Alan Shimchook / DPW Supervisor

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

### Year 2006

**Note:** A copy of each illicit connection report form for outfalls found to have a dry weather flow is attached.

Total number of inspections performed this year? 6

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection?

How many illicit connections were eliminated?

Of the illicit connections found, how many remain?

### Year 2007

**Note:** A copy of each illicit connection report form for outfalls found to have a dry weather flow is attached.

Total number of inspections performed this year? 6

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

### Year 2008

**Note:** A copy of each illicit connection report form for outfalls found to have a dry weather flow is attached.

Total number of inspections performed this year? 6

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

### Year 2009

**Note:** A copy of each illicit connection report form for outfalls found to have a dry weather flow is attached.

Total number of inspections performed this year? 6

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

## SPPP Form 8 – Illicit Connection Records

### Year 2010

*Note: A copy of each illicit connection report form for outfalls found to have a dry weather flow is attached.*

Total number of inspections performed this year? 6

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

### Year 2011

*Note: A copy of each illicit connection report form for outfalls found to have a dry weather flow is attached.*

Total number of inspections performed this year? 6

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

### Year 2012

*Note: A copy of each illicit connection report form for outfalls found to have a dry weather flow is attached.*

Total number of inspections performed this year? 6

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

### Year 2013

*Note: A copy of each illicit connection report form for outfalls found to have a dry weather flow is attached.*

Total number of inspections performed this year? 6

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

### Year 2014

*Note: A copy of each illicit connection report form for outfalls found to have a dry weather flow is attached.*

Total number of inspections performed this year? 6

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

## SPPP Form 8 – Illicit Connection Records

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

### Year 2015

*Note: A copy of each illicit connection report form for outfalls found to have a dry weather flow is attached.*

Total number of inspections performed this year? 6

Number of outfalls found to have a dry weather flow? 0

Number of outfalls found to have an illicit connection? 0

How many illicit connections were eliminated? 0

Of the illicit connections found, how many remain? 0

## SPPP Form 9 – Yard Waste Ordinance/Collection Program

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Michael Finelli / Township Engineer & Michael Lavery / Twp. Attorney

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

Please describe your yard waste collection program. Be sure to include the collection schedule and how you will notify the residents and businesses of this schedule. Attach additional pages as necessary.

*Mansfield Township adopted and enforces a yard waste ordinance (adopted 11/09/05) that prohibits all non-containerized yard wastes from being placed at the curb or along the street. The ordinance also prohibits the placing of yard waste closer than 10 feet from any storm sewer inlet along the street, unless it is bagged or otherwise containerized.*

## SPPP Form 10 - Ordinances

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Michael Finelli / Township Engineer & Michael Lavery / Twp. Attorney

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

For each ordinance, give the date of adoption. If not adopted, explain the development status:

Pet Waste: 11/09/2005

Are information sheets regarding pet waste distributed with pet licenses? Y (X) N ()

Litter: 01/01/75

Improper Waste Disposal: 11/09/2005

Wildlife Feeding: 11/09/2005

Yard Waste: 11/09/2005

Illicit Connections: 11/09/2005

Refuse Container/Dumpster: 05/11/2011

Private Storm Drain Labeling: 05/11/2011

How will these ordinances be enforced?

*These ordinances are enforced by the Township's code enforcement officers.*

## SPPP Form 11 – Storm Drain Inlet Retrofitting

Municipality Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Kevin Ward / DPW Supervisor

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05

Date of most recent update: 06/01/2016

**What type of storm drain inlet design will generally be used for retrofitting?**

*Mansfield Township will use the NJDOT bicycle safe grate style and (where applicable) a curb opening meeting the standard contained in Attachment C of the permit.*

Repaving, repairing, reconstruction or alteration project name	Projected start date	Start date	Date of completion	# of storm drain inlets	# of storm drains w/ hydraulic exemptions
<i>Hoffman Road</i>	<i>April 2005</i>			<i>15</i>	<i>0</i>
<i>Brantwood Terrace</i>	<i>April 2005</i>			<i>2</i>	<i>0</i>
<i>Anderson area roads, Jackson St, Adams St., Jefferson Street.</i>	<i>April 2005</i>			<i>9</i>	<i>0</i>
<i>Hazen/Watters Road</i>	<i>August 2005</i>			<i>8</i>	<i>0</i>

**Are you claiming any alternative device exemptions or historic place exemptions for any of the above projects? Please explain:**

*Mansfield Township does not currently operate any alternative devices within the municipality and does not plan on claiming any historic place exemptions.*



## **SPPP Form 12 – Street Sweeping and Road Erosion Control Maintenance**

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Kevin Ward / DPW Supervisor

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

### **Street Sweeping**

Please describe the street sweeping schedule that you will maintain.

(NOTE: Attach a street sweeping log containing the following information: date and area swept, # of miles swept and the total amount of materials collected.)

*Mansfield Township has evaluated all of its streets to determine which areas will need to be swept monthly. It has been determined that there are no streets which meet the definition of commercial areas as defined in the Code. Those streets that adjoin the various shopping centers are remote from said centers and do not allow parking or direct access to the particular business except via the associated parking lot. Areas adjacent to the stores are maintained through sweeping and debris collection by the shopping center. Any commercial facilities which do conform to the commercial street access description are located on roadways operated by the NJDOT.*

*Mansfield Township intends on maintaining its existing street sweeping program for all streets (that are not required by the permit), which includes sweeping all streets once a year.*

### **Road Erosion Control Maintenance**

Describe your Road Erosion Control Maintenance Program, including inspection schedules. A list of all sites of roadside erosion and the repair technique(s) you will be using for each site should be attached to this form.

(NOTE: Attach a road erosion control maintenance log containing the following information: location, repairs, date)

*Road erosion control maintenance is no longer a General Permit condition. However, Mansfield Township will use the Public Works Department to monitor all of its roads and streets for erosion problems during normal patrols. All identified road erosion problems will be reported to the DPW Supervisor. The identified areas will be repaired in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. Maintenance personnel will maintain an inspection log and the DPW Supervisor will maintain a list of all repairs and the dates completed.*

## SPPP Form 13 – Stormwater Facility Maintenance

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Kevin Ward / DPW Supervisor

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

Please describe your annual catch basin cleaning program and schedule. Attach a map/diagram or additional pages as necessary.

*Mansfield Township has implemented an annual catch basin inspection and cleaning program to maintain catch basin function and efficiency. All catch basins are inspected once each year and cleaned if necessary. If, at the time of inspection, no sediment, trash or debris is observed in the catch basin, then the catch basin will not be cleaned. In addition to cleaning each catch basins will be inspected for proper function. Maintenance will be scheduled for those catch basins that are damaged and need repair.*

Please describe your stormwater facility maintenance program for cleaning and maintenance of all stormwater facilities operated by the municipality. Attach additional pages as necessary.

(NOTE: Attach a maintenance log containing information on any repairs/maintenance performed on stormwater facilities to ensure their proper function and operation.)

*Mansfield Township has implemented a stormwater facility maintenance program to ensure that all stormwater facilities operated by the Township continue to function properly. Currently the Township operates:*

- *catch basins (inlets)*
- *storm drains*
- *detention basins*
- *buffer strips*
- *swales*

*These stormwater facilities will be inspected annually to ensure that they are functioning properly. In high risk areas preventative maintenance will be performed on all stormwater facilities to ensure that they continue to operate properly.*

## SPPP Form 14 - Outfall Pipe Stream Scouring Remediation

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Kevin Ward / DPW Supervisor

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

Describe your stormwater outfall pipe scouring detection, remediation and maintenance program to detect and control active, localized stream and stream bank scouring. Attach additional pages as necessary.

(NOTE: Attach a prioritized list of sites observed to have outfall pipe stream and stream bank scouring, date of anticipated repair, method of repair and date of completion.)

*During the inspections for illicit connections, stream and stream banks at the terminus of outfall pipes are observed for signs of scour. All locations requiring repair or maintenance will be placed on a prioritized list and repairs will be made in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. In addition, repairs that do not require NJDEP permits will be given initial priority and will be completed as soon as possible. When repairs are completed, they will be noted on the appropriate form.*

*To date no locations have been identified which have scour problems.*

## SPPP Form 15 – De-icing Material Storage

Municipality  
Information

Municipality: Mansfield Township

County: Warren County

NJPDES # : NJG 0152633

PI ID #: 203288

Team Member/Title: Kevin Ward / DPW Supervisor.

Effective Date of Permit Authorization (EDPA): 03/01/2009

Date of Completion: 03/04/05 Date of most recent update: 06/01/2016

### De-icing Material Storage

Describe how you currently store your municipality's de-icing materials, and describe your inspection schedule for the storage area. If your current storage practices do not meet the de-icing material storage SBR describe your construction schedule and your seasonal tarping interim measures. If you plan on sharing a storage structure, please include its location, as well as a complete list of all concerned public entities. If you store sand outdoors, describe how it meets the minimum standard.

*Mansfield Township has just completed construction of a new salt storage building in 2015 located at 1710 Route 57, Hackettstown, NJ. The facility is a covered facility with concrete block walls and a paved floor. The door will be equipped with a rollup tarp for weather protection. No salt or sand is stored outside of the building. Loading and unloading operations are conducted using good housekeeping practices and periodic inspections of the facility are made*

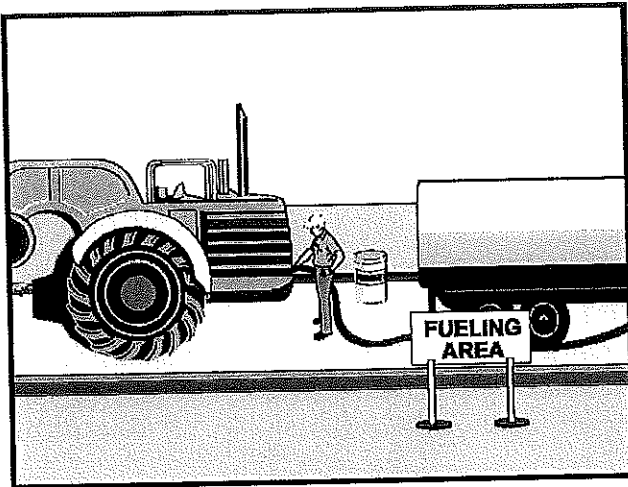
## SPPP Form 16 – Standard Operating Procedures

<b>Municipality Information</b>	Municipality: <u>Mansfield Township</u> County: <u>Warren County</u> NJPDES # : NJG <u>0152633</u> PI ID #: <u>203288</u> Team Member/Title: <u>Kevin Ward / DPW Supervisor</u> Effective Date of Permit Authorization (EDPA): <u>03/01/2009</u> Date of Completion: <u>03/04/05</u> Date of most recent update: <u>06/01/2016</u>	
<b>BMP</b>	<b>Date SOP went into effect</b>	<b>Describe your inspection schedule</b>
<b>Fueling Operations</b> (including the required practices listed in Attachment D of the permit)		<i>Fueling operations are performed in accordance with Attachment D of the General Permit.</i>  <i>Facilities are inspected once per month. Visual inspections are performed before discharging stormwater that has accumulated in the secondary containment area of the aboveground fuel storage tank.</i>
<b>Vehicle Maintenance</b> (including the required practices listed in Attachment D of the permit)		<i>Vehicle maintenance is performed in accordance with Attachment D of the General Permit. No washing of vehicles is performed on-site. Inspections are conducted monthly.</i>
<b>Good Housekeeping Practices</b> (including the required practices listed in Attachment D of the permit)		<i>Good housekeeping practices are implemented in accordance with Attachment D of the General Permit. Inspections are conducted monthly.</i>  <u>List of potential pollutant sources if exposed to stormwater runoff</u>  <i>Fuel          Lubricants          Solvents          Detergents          Machinery</i>

# Mansfield Township

## Standard Operating Procedures

### Vehicle and Equipment Fueling



#### Mansfield Township Maintenance Yards With Fueling Operations

1710 Route 57, Hackettstown

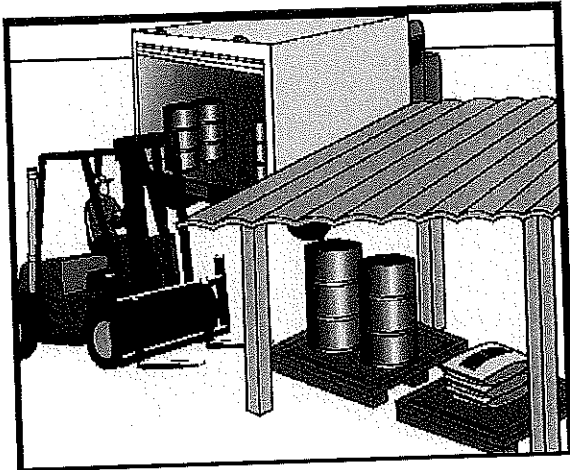
Introduction and Purpose	Vehicle and equipment fueling procedures and practices are designed to minimize surface or ground waters. Understanding the procedures for delivering fuel into vehicles, mobile fuel tanks, and storage tanks is critical for this purpose. Safety is always the priority.
Scope	These procedures are to be implemented at all maintenance yards with fueling. Including mobile fueling operations.
Standards and Specifications  <b>Vehicle and equipment fueling</b>	<ul style="list-style-type: none"> <li>• Shut the engine off</li> <li>• Ensure that the fuel is the proper type of fuel.</li> <li>• Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.</li> <li>• Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut-off to prevent overfill.</li> <li>• Fuel tanks shall not be "topped off".</li> <li>• Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the maintenance yard.</li> <li>• Clearly post, in a prominent area of the facility, instructions for safe operation of fueling equipment, and appropriate contact information for the person(s) responsible for spill response.</li> </ul>

<p>Standards and Specifications</p> <p><b>Bulk fueling</b></p>	<ul style="list-style-type: none"> <li>• Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak-prone areas during bulk fueling.</li> <li>• Block storm sewer inlets, or contain tank trucks used for bulk transfer, with temporary berms or temporary absorbent booms during the transfer process. If temporary berms are being used instead of blocking the storm sewer inlets, all hose connection points associated with the transfer of fuel must be within the temporary berms during the loading/unloading of bulk fuels.</li> <li>• Protect fueling areas with berms and/or dikes to prevent run-on, runoff, and to contain spills.</li> <li>• A trained employee must always be present to supervise during bulk transfer.</li> </ul>
<p>Spill Response</p>	<ul style="list-style-type: none"> <li>• Conduct cleanups of any fuel spills immediately after discovery.</li> <li>• Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.</li> <li>• Collected waste is to be disposed of properly.</li> <li>• Contact Mansfield Township Emergency Management at 908-914-7635.</li> </ul>
<p>Maintenance and Inspection</p>	<ul style="list-style-type: none"> <li>• Fueling areas and storage tanks shall be inspected monthly.</li> <li>• Keep an ample supply of spill cleanup material on the site.</li> <li>• Any equipment, tanks, pumps, piping and fuel dispensing equipment found to be leaking or in disrepair must be repaired or replaced immediately.</li> </ul>

# Mansfield Township

## Standard Operating Procedure

### Good Housekeeping



#### Mansfield Township Good House Keeping Goals

Proper Recycling  
Proper Waste Disposal  
Pollution Prevention

Introduction and Purpose	This SOP contains the basic practices of good housekeeping to be implemented at maintenance yards including maintenance activities at ancillary operations in Mansfield Township. The purpose of this SOP is to provide a set of guidelines for the employees of Mansfield Township for Good Housekeeping Practices at their maintenance yards including maintenance yards at ancillary operations.
Scope	This SOP applies to all maintenance yards including maintenance activities at ancillary operations in Mansfield Township.
Standards and Specifications  <b>General</b>	<ul style="list-style-type: none"> <li>• All containers should be properly labeled and marked, and the labels must remain clean and visible.</li> <li>• All containers must be kept in good condition and tightly closed when not in use.</li> <li>• When practical, chemicals, fluids and supplies should be kept indoors.</li> <li>• If containers are stored outside, they must be covered and placed on spill platforms.</li> <li>• Keep storage areas clean and well organized.</li> <li>• Spill kits and drip pans must be kept near any liquid transfer areas, protected from rainfall.</li> <li>• Absorbent spill clean-up materials must be available in maintenance areas and shall be disposed of properly after use.</li> <li>• Place trash, dirt and other debris in the dumpster.</li> <li>• Collect waste fluids in properly labeled containers and dispose of them properly.</li> <li>• Establish and maintain a recycling program by disposing, papers, cans, bottles and trash in designated bins.</li> </ul>



<p>Standards and Specifications</p> <p><b>Salt and De-icing Material Handling</b></p>	<ul style="list-style-type: none"> <li>• During loading and unloading of salt and de-icing materials, prevent and/or minimize spills. If salt or de-icing materials are spilled, remove the materials using dry cleaning methods. All collected materials shall be either reused or properly discarded. Sweeping should be conducted once a week to get rid of dirt and other debris. Sweeping should also be conducted immediately following loading/unloading activities, when practical.</li> <li>• Minimize the tracking of materials from storage and loading/unloading areas.</li> <li>• Minimize the distance that salt and de-icing materials are transported during loading/unloading activities.</li> <li>• Any materials that are stored outside must be tarped when not actively being used.</li> <li>• If interim seasonal tarping is being implemented, de-icing materials may be stored outdoors only between October 15<sup>th</sup> through April 30<sup>th</sup>.</li> </ul>
<p>Spill Response and Reporting</p>	<ul style="list-style-type: none"> <li>• Conduct cleanup of any spill(s) immediately after discovery.</li> <li>• Spills are to be cleaned using dry cleaning methods only.</li> <li>• Contact Mansfield Township Emergency Management at 908-914-7635.</li> </ul>
<p>Maintenance and Inspection</p>	<ul style="list-style-type: none"> <li>• Periodically check for leaks and damaged equipment and make repairs as necessary.</li> <li>• Perform monthly inspections of all (indoor and outdoor if applicable) storage locations.</li> </ul>

## SPPP Form 17 – Employee Training

<b>Municipality Information</b>	Municipality: <u>Mansfield Township</u>	County: <u>Warren County</u>
	NJPDES # : NJG <u>0152633</u>	PI ID #: <u>203288</u>
	Team Member/Title: <u>Dena Hrebenak / Municipal Clerk &amp; Kevin Ward / DPW Supervisor</u>	
	Effective Date of Permit Authorization (EDPA): <u>03/01/2009</u>	
	Date of Completion: <u>03/04/05</u> Date of most recent update: <u>06/01/2016</u>	

Describe your employee training program. For each required topic, list the employees that will receive training on that topic, and the date the training will be held. Attach additional pages as necessary.

<u><b>Course:</b></u>	<u><b>Who will attend</b></u>
Waste Disposal Education	DPW, Clerk
Municipal Ordinances	Code enforcement Police
Stormwater Facility Maintenance	DPW employees
Road Erosion Control	DPW employees
Outfall Pipe Stream Scouring Remediation	DPW employees
Construction Activity/Post Construction Stormwater Management in New Development and Redevelopment (for municipally owned projects)	DPW employees
Illicit Connection Elimination (field training will include procedures to properly conduct illicit connection detection's, investigations, and elimination's)	DPW employees
Maintenance Yard Operations	DPW employees Police (Fuel only)

**MUNICIPAL COURT MANSFIELD TOWNSHIP  
COUNTY OF WARREN**



100 PORT MURRAY RD  
PORT MURRAY NJ 07865  
908-689-7066  
908-689-9004

J EDWARD PALMER  
JUDGE  
JERILYNN HARRIS  
ADMINSTRATOR

May 20, 2016

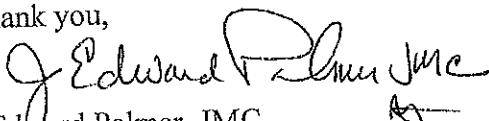
To: Mansfield Township Mayor, Shirley Kocher and Committeemen

It is a genuine pleasure and honor for me to recommend Lisa Rudd for the advancement of First Deputy Municipal Court Administrator. In my capacity as Municipal Judge for Mansfield Township I have worked closely with Lisa for many years, both here and when Lisa worked for Washington Borough Municipal Court.

Lisa is extremely organized and has proven that she can work independently. In recent Lisa has taken on additional responsibilities and proven herself a valuable employee for Mansfield Township. I have been consistently impressed by both Lisa's attitude toward her work and her performance on the job in light of the extra work.

I highly recommend that you consider promoting Lisa to First Deputy Municipal Court Administrator and a pay adjustment in her salary.

Thank you,

  
J Edward Palmer, JMC

May 23, 2016

MFLD1602

Mr. Ray Rice  
Mr. William Hotz  
Meadows at Mansfield, LLC  
10 Peapack Road  
P.O. Box 955  
Far Hills, N.J. 07931

**RE: MEADOWS AT MANSFIELD  
BLOCK 1501, LOT 9.01  
APPLICATION NO. 11-06  
MANSFIELD TOWNSHIP, WARREN COUNTY, NEW JERSEY**

Gentlemen:

On behalf of the Township of Mansfield, and pursuant to Article IV, Chapter 360-26B of the Mansfield Township Land Use Ordinance, we are recommending the following Restoration Guarantee be provided for the above referenced development. The estimated cost of site restoration is based on a total disturbed area of 66 acres at an estimated cost of \$1,500.00 per acre as follows:

Estimated Cost of Site Restoration: 66 acres X \$1,500 per acre = \$99,000.00

Restoration Guarantee = \$99,000.00 X 120% = \$118,800.00

Restoration Guarantee Cash Portion (10%) = \$11,880.00

Restoration Guarantee Surety Portion (90%) = \$106,920.00

The Restoration Guarantee shall run until such time as the subdivision site is in a safe and stable condition as certified by the Township Engineer. The Township Committee shall pass a resolution either approving or adjusting the amount of the Restoration Guarantee.

If you should have any questions regarding the above, please contact our office.

Very truly yours,



Drew M. Di Sessa, P.E., P.P.  
Township Engineer Representative for Mansfield Township

cc: Mansfield Township Committee  
William R. Edleston, Esq.



Office of the Mayor  
James R. Kern III

# Township of Pohatcong

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50 Municipal Drive  
Phillipsburg, New Jersey 08865  
Phone 908/454-6121  
Cell 908/827-1881

May 19, 2016

Township of Mansfield  
Attn: Dena Hrebenak, Township Clerk  
100 Port Murray Road  
Port Murray, NJ 07865

Dear Mayor and Committee:

Enclosed is a copy of a resolution in opposition to Assembly Bill (A916) sponsored by Assemblyman Wisniewski proposing an increase to the motor fuel (gas tax) in New Jersey adopted by the Township Council at our Township Council meeting held on May 17, 2016

I am writing to respectfully request that the elected officials of each municipality in Warren County adopt this resolution to urge our legislators to oppose an increase in the motor fuel tax that would negatively affect the already overburdened residents and businesses in the State of New Jersey.

Thank you in advance for your anticipated support and consideration.

Sincerely,

James R. Kern, III  
Mayor

cc: Pohatcong Township Council  
All Warren County Municipalities

/wk

## **RESOLUTION**

### **OPPOSITION TO MOTOR FUEL TAX INCREASE**

**WHEREAS**, Assembly Bill (A1916) (Wisniewski) proposes an increase to the motor fuel tax ("gas tax") in New Jersey, to fund the Transportation Trust Fund to cover infrastructure improvements, through extracting more revenue from the already overburdened taxpayers of New Jersey, costing the average motorist \$300 annually; and

**WHEREAS**, any increase in motor fuels taxes in the current weak economy would present an undue hardship on the taxpayers of New Jersey and drive up the cost of delivery of various commodities, as well as the already high cost of doing business in the State of New Jersey; and

**WHEREAS**, the State of New Jersey has a long history of raiding dedicated trust funds for other purposes, and there is no assurance that such revenues collected to support the transportation infrastructure would be secure from future raiding of this nature; and,

**WHEREAS**, in 2012, the State of New Jersey spent over \$2 million per mile to maintain and operate state roads, and ranked near the bottom in terms of efficient cost of maintenance disbursement per mile, capital bridge disbursement per mile; 45<sup>th</sup> in administrative disbursements per mile and legislation has been proposed to review these high costs; and,

**WHEREAS**, New Jersey ranks second in the highest tax burden in the United States with 12.3% of state income paid as state and local taxes per Tax Foundation study, and has the highest or among the highest property taxes, income taxes and tolls; and,

**WHEREAS**, this high tax burden has resulted in a long period of economic underperformance including as recently reported by the Census Bureau median household income in New Jersey is 3% lower than 10 years ago (Star-Ledger, "NJ Residents earning less than they did 10 years ago", Sept. 21, 2015); and,

**WHEREAS**, a recent Tax Foundation Business Tax Climate Index again ranks New Jersey as 50<sup>th</sup> in the overall business tax burden, which is another factor that prevents more businesses from locating to the Garden State; and,

**WHEREAS**, the New Jersey Pension and Health Benefit Study Commission's February 11, 2016 report identified \$510 million in savings by moving to private corporation "gold" level health plans from the current public employee "platinum" level plans; and,

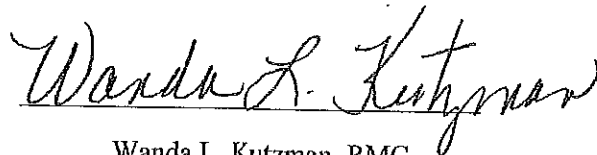
**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Township of Pohatcong, in the County of Warren, State of New Jersey as follows:

1. That the Mayor and Council strongly opposes the aforesaid bills and any effort to subsidize the Transportation Trust Fund through an increase in motor fuels tax.
2. The Mayor and Council strongly urge the State of New Jersey to scrutinize the operation of its roadway maintenance and improvement system to increase its efficiency and reduce costs to the taxpayer.
3. The Mayor and Council strongly supports legislation that would reduce state and local spending thus providing funds for state and local infrastructure and other pressing needs such as tax relief and investment in vocational skills and higher education.
4. That a copy of this resolution be forwarded to the sponsors of these bills, to all our local state representatives, to the Chairman of the Senate Transportation Committee, the Chairman of the Assembly Transportation and Independent Authorities Committee, the Senate President, and the Speaker of the Assembly, urging them to oppose the aforesaid bills, and to the Honorable Governor of the State of New Jersey, Christopher J. Christie urging him to veto them should they be adopted.
5. That a copy of this resolution be distributed to all municipalities in the County of Warren, State of New Jersey, urging them to adopt similar resolution of support.

Certification:

I, Wanda L. Kutzman, Township Clerk of the Township of Pohatcong, County of Warren and State of New Jersey, DO HEREBY CERTIFY that this is a true and correct copy of a Resolution adopted by the Township Council of the Township of Pohatcong at their regular meeting held on May 17, 2016.

WITNESS, my hand and seal of the Township of Pohatcong on this 18<sup>th</sup> day of May, 2016.



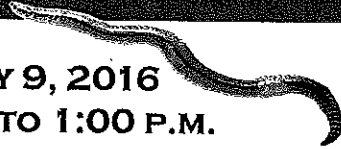
Wanda L. Kutzman, RMC  
Township Clerk



PEQUEST NATURAL RESOURCE  
EDUCATION CENTER

## THE FUNDAMENTALS OF EARTHWORMS & WASTE-REDUCTION

**SATURDAY, JULY 9, 2016**  
**10:00 A.M. TO 1:00 P.M.**



*"It may be doubted whether there are many other animals which have played so important a part in the history of the world, as have these lowly organised creatures."*

Charles Darwin, The Formation of Vegetable Mould, Through the Action of Worms, With Observations on Their Habits, 1881

### **Earthworms Need No Introduction!**

People are generally introduced to these slimy, squishy, tubular, limbless animals when they are toddlers. Yet most people are unaware that there are over 7,000 species; and that their length can range from one inch to two yards!

Join us for this hands-on workshop to explore the biology of this extremely important yet under-appreciated organism. Find out how they can reduce the amount of land used for sanitary landfills and can clean up contaminants in our soil.

Learn why an earthworm's life cycle and bodily functions make them a gardeners' and farmers' best friend, yet a forester's foe.

**For more information and to register  
call 908-637-4125.**

**Dress for the weather. This is a rain or shine event.**

Pequest NREC is at 605 Pequest Road in Oxford, NJ. This workshop is sponsored by a Mansfield Recycling Grant.



PEQUEST NATURAL RESOURCE  
EDUCATION CENTER

## VERMICULTURE: THE ART & SCIENCE OF HOME-COMPOSTING

**SUNDAY, JULY 10, 2016**  
**10:00 A.M. TO 1:00 P.M.**



**Decomposition Is...**

*...nature's way of recycling.*

Decomposition is the breaking-down of organic matter into a nutrient-rich form that can be used by plants and animals.

Learn how moisture, air, temperature & light affect the process of decomposition while making your own earthworm bin. Add earthworms to watch how their daily activities of eating, moving about & excavating play a major role in breaking down organic matter.

Composting recycles food scraps and turns unused or spoiled food into humus (partially or wholly decayed plant & animal matter). This humus can be used to enrich the soil of house and garden plants, while reducing the load on our landfills.

*The United States generates more than 190 million tons of solid waste per year.*

**For more information and to register  
call 908-637-4125.**

**Dress for the weather. This is a rain or shine event.**

Pequest NREC is at 605 Pequest Road in Oxford, NJ. This workshop is sponsored by a Mansfield Recycling Grant.